

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-405-5393-909
Classification: Analyst II	Tenure/Time Base: Permanent / Full-Time
Working Title: Fiscal Program Analyst	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Division of HIV, HCV, and STIs	Branch/Section/Unit: Office of AIDS / AIDS Drug Assistance Program Branch / Program Integrity and Operations Section / Invoice and Fiscal Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing health equity and strategic planning goals and objectives and to promote recognition and reduction of the burden of infection among California's most vulnerable populations through changes in workplace culture and practice.

The Analyst II works collaboratively with managers and staff across Office of AIDS (OA) branches, sections, and units to support the AIDS Drug Assistance Program(ADAP) Branch. The Fiscal Program Analyst independently reviews, analyses and processes complex invoice types in the Invoice and Fiscal Unit, with a primary focus on special projects, including Pre-Exposure Prophylaxis (PrEP) and

Post-Exposure Prophylaxis (PEP) Initiation and Retention Initiative (PPIRI) invoices and HIV and Aging invoices. The Analyst conducts fiscal analysis, identifies discrepancies, evaluates budgets, and works directly with PPIRI and HIV and Aging vendors to resolve issues, including providing technical assistance and open office hours, as needed. The incumbent also serves as analytical backup for rebate reconciliation and participates in developing fiscal procedures.

The Analyst II works under the direction of the Supervisor I in the Invoice and Fiscal Unit

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10 percent, may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____.
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% **Fiscal Processing:** Independently monitors and analyzes transactions posted against ADAP fund sources funds for special projects like PPIRI and HIV and Aging. Collaborates with internal staff, external entities, and contractors to research and resolve fiscal discrepancies and payment allocation issues. Conducts analytical review of invoices and supporting documentation to ensure all charges are accurate and compliant with program and fiscal requirements. Coordinates with OA Support Branch staff to ensure timely contractor payments and prepares justifications for expedites processing. Evaluates expenditure trends, reconciles fund source coding, and maintains detail tracking logs including warrant information, payment dates, invoice amounts, and fiscal adjustments. Coordinates invoice submission by sending timely reminders to vendors and issues past due notices escalating concerns to management, when appropriate.
- 40% **Fiscal Policy and Resolution:** Serves as the point of contact, for resolving complex invoicing, payment allocation, and dispute issues. Uses information collected during invoice disputes, technical assistance sessions, and office hours to drive policy improvement, clarity to invoice guidelines, and strengthen procedures. Independently develops, revises and implements fiscal policies and procedures. Creates and maintains Excel tracking logs, with advanced formulas to monitor expenditures and identify variances. Provides regular analytical updates to management and program staff regarding fiscal discrepancies, invoice status, budget risks, and emerging issues. Monitors departmental reports to verify invoice processing accuracy. Assists in developing, documenting, disseminating, revising, and implementing Standard Operating Procedures (SOP). Provides technical fiscal assistance to PPIRI, HIV and Aging, and other awardees.
- 20% **Invoice Backup Duties:** Acts as analytical backup for Invoice and Fiscal Unit, independently reviewing multiple invoice types including Prime, Pool Administrators Inc., Deloitte, Franchise

Tax Board (FTB), Department of Healthcare Services (DHCS). Manages the ADAP Invoices inbox during staff absences ensuring analytical review and processing. Processes other invoice types, as assigned.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required and assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: E.L.

Date: 9/28/2026